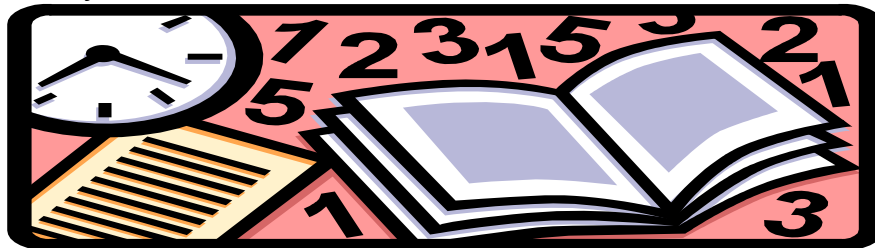


CO-OPERATIVE EDUCATION

At Fellowes H.S.

- Co-op is: a different and exciting form of education, which can assist all students as they prepare to participate in the global economy of the future.
- Co-op is an experiential mode of learning, delivered under Ministry of Education curriculum guidelines that integrates academic classroom theories with experiences at the work site.□
- □Co-op is a partnership between education and business, industry, and labour; it usually involves students, teachers, employers, and employee supervisors.
- Co-op is a student-driven program. The student successfully completes a course, or courses at the senior level and then requests enrichment of the classroom learning with an out-of-school experience.
- Co-op is affected by such factors as student eligibility, student interest in a career area, transportation availability, health and safety considerations and the availability of appropriate learning experiences in a competitive “supply and demand” community setting.
- Co-op is not:
 - Exploitation of young people
 - Is not for employers who wish to acquire free labour
 - Replacement employees
 - A steady supply of workers for any given placement
 - For immature students
 - For everyone



Requirements

1. Each 2- (4)credit package requires a minimum of
 - a. at least 220 (440) hours of work, and
 - b. regular attendance at work up to, and including the last day of classes or as outlined in the WEA.
 - c. completion of all assignments
2. It is imperative that your attendance on the job be exceptional. Your teacher and employer must both be informed prior to any absence.
3. A normal workday is 3(6)hours. You **must not alter** this policy without your monitor's permission.
4. If you drive your own vehicle to work, please provide your monitor with proof of insurance.
5. Accidents on the job must be reported to your immediate supervisor and then reported to your teacher-monitor. The necessary forms must be filled out immediately.
6. Students are to **check this handbook each week** so that they will be informed of in-school integrated activity days. Any change to the schedule, weekly log totals and student notices will be posted on the bulletin board outside the Co-op Office. (Room 232)

It's your responsibility to check this board on a regular basis.

Teacher-monitors

M. Fairfield

T. Cayer

Telephone Numbers

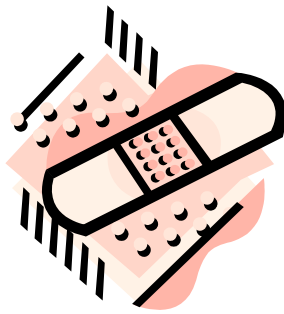
Co-op Office – 735-5838

School Office- 735-6858

School Fax-735-6850

Health & Safety

Every precaution is taken to ensure the safety and protection of students during the Co-op activities. Safe training stations, Young Worker Awareness Program instructions, safety clothing, protective equipment, and the provision of Workplace Safety and Insurance Board coverage through the Work Education Agreement are essential aspects of the Co-op program.



Personalized Placement Learning Plan (PPLP)

The personalized placement learning plan (PPLP) outlines the course of study for the placement component and the basis for assessment and evaluation for the granting of two or four credits in the specific subject. This document is developed co-operatively by the teacher-monitor, the learning station supervisor, and the student, and describes the knowledge and skills the student will apply and further develop at the placement. In addition the PPLP outlines the employer's expectations and the expectations of the classroom component of the course. On-going monitoring allows for adjustments to be made to the original learning plan, if individual needs or circumstances change.

Benefits Of Co-Operative Education

To Employers

- Permits business and industry to enhance their corporate image through their direct involvement with the community they serve.
- Provides an opportunity for employers to participate directly in the educational process
- Provides an excellent source of well-trained potential employees.
- Allows employers to be part of the education & training of our future workforce

To Schools

- Helps schools to provide relevant, practical experiences to students that complement and reinforce the material taught in class.
- Helps to keep teachers and students aware of current trends in business, industry, and labour, and their requirements.

To Students

- Determines educational and skill requirements to enter a particular occupation.
- Helps students to develop good work habits and increased self-confidence.
- Earns credits towards a graduation diploma.
- Helps students acquire employability skills.
- Practice with modern systems, procedures, and equipment.
- Facilitates students' adjustment to the world of work.
- Provides students with a reference to use when seeking employment or admission to post-secondary education programs.
- Develops students' awareness for business and industrial needs and demands.
- Enhances students' abilities to make informed decisions about post-secondary educational and employment opportunities, by enabling them to explore possible career plans.

The Student

Co-Operative education students must be responsible and mature, and must demonstrate positive attitudes towards learning and working as well as meet the standards set by both the school administration and the training organization.

The Student Will:

- Attend all orientation, pre-placement and integrated activity sessions
- Observe the rules and regulations of the employing agency
- Report to work punctually every day
- Follow all health and safety regulations
- Dress neatly and appropriately as required by the training organization
- Notify the employer and the teacher-monitor as far in advance as possible when unable to report to work
- Maintain a record of daily impressions, tasks and activities performed at the training station
- Notify the teacher-monitor of any concerns or problems encountered at the training station
- Complete required assignments
- Evaluate the program and the learning experience
- Submit the daily record to the teacher-monitor on a regular basis

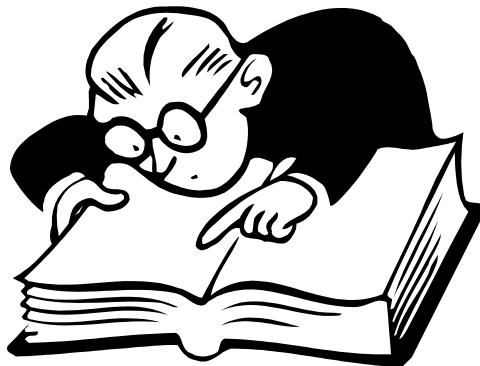


The Teacher-Monitor

The Co-Operative Education Teacher-Monitor is responsible for ensuring that the student receives an educationally rewarding out-of-school experience that is integrated into the school curriculum and that meets the needs of the students.

The Teacher-Monitor Will:

- Identify the learning objectives for the out-of-school component on the personalized placement learning plan
- Identify with the supervisor for the evaluation methods, which will be used to evaluate the students
- Visit the training station a minimum of once every forty hours, or once every three weeks
- Continue to assess the relationship between the student, the employer and the school, and deal with the problems, which might arise
- Review periodically the progress being made by the student as outlined on the learning plan



The Training Organization

The training organization is any individual, business, government or community agency that agrees to provide a training station and a supervisor for a Co-Operative Education Student.

The Supervisor Will:

- Develop a training place and work schedule with the assistance of the teacher-monitor
- Maintain a record of the student's attendance and sign the weekly log sheet
- Plan a rotation scheme to ensure the student will be exposed to a variety of work experiences
- Treat the student as an adult as much as possible
- Act as a teacher
- Contact the teacher-monitor when problems are foreseen
- Evaluate the program upon its completion



Log Sheet Procedures

The Log Sheets are the most important evidence the teacher has to substantiate the granting of a credit. Because the Log Sheets affect the student's report card grade, they must be completed and submitted on time.

- Get blank log sheets from the teacher/monitor in the Co-op Office. (Rm. 232)
- The log sheet is set up with space for each work day, from Monday to Friday.
- Each of these spaces must be filled in with specific details about what is done during each day of the week. Also, several times throughout the semester you will be required to reflect on one of your experiences at your workstation, such as new equipment, a problem, a new learning experience, an incident, human relations, etc., on a sheet called "**Special Reflections**"
- At the end of the work week, or on Monday, the supervisor must have time to read each log, and by signing it, confirm the details presented.
- The properly and neatly completed log is to be turned in to the Co-Op Office to one of the teacher-monitors no later than 3:30 p.m. on Tuesday.
- Unsatisfactory log sheets will be returned to the Co-op student to be redone and resigned by the supervisor.
- **Chronic delinquency, forging of signatures or falsification of information on the log sheets will result in the student's removal from the Co-op program.**

****** You must get your employer's and teacher's permission to be absent from work on each occasion. You must phone your employer, the school, **and** your Co-op monitor **prior to your work time** to report any absence or change in schedule.

Log Sheets will be assessed according to the rubric/checklist provided

Evaluation Process

All students' final marks will be determined as follows:

Preplacement/Integrated Session Assignments- *-Knowledge – 40%*
Thinking/Inquiry- 25%
Communication- 20%
Application- 15%

This combination of marks/levels will be converted to a mark out of **35**

Placement	<i>-Application</i>	100%
Component	<i>-Communication</i> <i>(logs, special reflections)</i>	

This mark will also be converted to a mark out of **35**

Final Culminating Activity- 100%

This mark will be converted to a mark out of 30

Final Co-op Mark:

Preplacement/IA Session Assignments-35%	
Placement Component.....	35%
Final Culminating Activity.....	30%
Total.....	100%

Glossary

IN-SCHOOL COMPONENT(S):	the school subject(s) are based on one or more Ministry of Education Curriculum Guidelines to which the out-of-school learning experiences are related.
MINISTRY OF EDUCATION CURRICULUM GUIDELINE:	a document governing development of all in-school and out-of-school courses.
PREPLACEMENT SESSION(S):	sessions intended to provide information, and to develop skills and attitudes in order to facilitate the transition from school to the training station. All aspects of participation in a Co-Operative Education Program are covered.
PLACEMENT COMPONENT:	the learning experience provided by the training organization
INTEGRATED ACTIVITY SESSION(S):	the opportunity for students to share and analyze their out-of-school experiences with their peers in order to draw conclusions as to the relevance of these experiences.
SUPERVISOR:	a person responsible for the training and supervision of a student at a training station

TEACHER-MONITOR:	the teacher responsible for planning and co-ordinating the student's out-of-school program for monitoring and evaluating the student's progress.
TRAINING ORGANIZATION:	any individual, business, government or community agency, which agrees to provide a training station and a supervisor for a Co-Operative Education student.
PERSONALIZED PLACEMENT LEARNING PLAN (PPLP)	a descriptive outline of the learning objectives for the out-of-school and in-school components of the Co-Operative Education Program.
TRAINING STATION:	a placement within a training organization
WORK EDUCATION AGREEMENT:	a contract whereby the student and training organization agree to participate in a Work Education Program.
RELATED-SUBJECT TEACHER:	the teacher of the in-school component of a Co-Operative education course.



